

APPLICATION

**LOCAL PARTICULARIZED NEED FOR
SUPPLEMENTAL PROGRAM OR SERVICE**

INSTRUCTIONS AND FORMS

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**Submission Due Date:
December 1, 2001**

**To be submitted with
Whole School Reform Implementation Plan**

**NEW JERSEY DEPARTMENT OF EDUCATION
PO Box 500
Trenton, NJ 08625-0500**

INTRODUCTION

LOCAL PARTICULARIZED NEED

A local particularized need is one characterized by the following:

- is supported by an assessment of needs of a specified population of students in a given school or for early childhood programs in the district;
- has been demonstrated to be the cause of student failure in achieving the Core Curriculum Content Standards;
- can be remedied or corrected by a program or service, that has been formally evaluated to demonstrate its effectiveness; and
- is not effectively addressed by a WSR model or a whole school alternative program design nor by the required secondary programs.

Subsequent to the completion of the WSR implementation plan or the Required Programs in Secondary Schools plan, the School Management Team (SMT) may consider whether there exists a particularized need for further supplemental educational programs or services which are essential to ensure students' educational success and without which students cannot achieve the Core Curriculum Content Standards (CCCS). If such a need is determined, the SMT is responsible for providing a recommendation to the local board of education.

Administrative Code provides that, upon determination by the school board that a school has demonstrated a particularized need for an essential program or service, the school board must submit to the Department of Education (DOE) a proposed programmatic plan to address the particularized need. The purpose of this plan is to determine the required elements. The board's request for reallocation or additional funds to support a particularized need will be reviewed by the DOE in the context of the district budget review process.

STATE REGULATIONS SUMMARY

The applicable sections of Chapter 6A:24 for a local particularized need include:

1.2 Definitions	2.3 Training of School Management Teams
3.4 Early Childhood Program Operational Plan	4.2 Whole School Alternative Program Design
4.3 Submission of WSR Implementation Plan	4.4 School-Based Budgets
5.1 Demonstration of Particularized Need	5.2 Application for Supplemental Programs or services
6.1 Implementation of RPSS	7.1 Application for Additional Aid
8.1 Long Range Facilities Plan	

APPLICATION FOR LOCAL PARTICULARIZED REVIEW

The New Jersey Department of Education (NJDOE) will review submissions to ensure the following:

- required sections are complete and accurate;
- particularized needs described are supported by an assessment of student needs;
- particularized needs described have been shown to be the cause of student failure in achieving the CCCS;
- programs or services proposed as the remedy are documented by evidence showing they have worked successfully in the school and/or in other schools with similar characteristics and proven to address the identified need and are not provided by the WSR model or Required Programs in Secondary Schools;
- expenditures support the programs described and are not provided within the illustrative budget or Required Programs in Secondary Schools;
- the submission is complete, including signatures, assurances; and
- SMTs and LEAs are notified of final approvals.

Incomplete submissions may delay approval of the application or lead to disapproval. Once a Local Particularized Need Plan is approved it must be incorporated into the district budget using Fund 15.

PLAN APPROVAL PROCESS

Plans will be reviewed by the department to ensure that schools have followed the code requirements. All plans must:

- have all cover page information and signatures;
- be based on a comprehensive needs assessment. Careful consideration must be given to providing a plan that is based on the documented needs of the identified student population; and
- have attached all required justifications, descriptions, and supporting documentation.

The department will review all plans during the budget process and will contact the district and school to discuss the status of their plans.

The following are the steps in the approval process of local particularized needs:

1. Needs Assessment indicates a Particularized Need should be submitted.
2. SMT consults with principal and CSA and considers if a demonstrated particularized need exists.

3. Determination of Particularized Need by SMT includes:
 - Assessment of student achievement of CCCS;
 - Where the CCCS are not being met a determination that failure of those students is caused by particularized needs that are not capable of being addressed by existing WSR or required secondary programs at the school level;
 - Inventory of currently used programs and services targeted to the area(s) of need, together with an assessment of their effectiveness and efficiency in meeting such need, and an explanation as to why they are insufficient to meet the identified needs;
 - Review of community resources which could be used to address the identified areas of need and an explanation as to how they are being used or why they are not being used.
4. SMT recommends to the board, with a copy to the SRI, the appropriate supplemental programs and services, which shall be documented by evidence that the programs and services have worked successfully in the school and/or in other schools with similar characteristics and proven to address the identified need.
5. The board responds to SMT in writing:
 - In those instances where a board does not agree that the SMT has demonstrated a particularized need, the board shall provide to the SMT a detailed statement of the reasons for its determination.
 - In those instances where the board determines that a particularized need for a recommended supplemental program or service has been demonstrated, the board shall submit its proposed plan for the program to the Department for approval in accordance with provisions of *N.J.A.C. 6A:24-7.1*
 - In those instances where a board determines that resources are insufficient to support the supplemental programs or services approved pursuant to *N.J.A.C. 6A:24-5.2* after all possible reallocation at the school and district levels have been made, the board shall apply to the department for additional state aid in accordance with the requirements of *N.J.A.C. 6A:24-7.1*
6. The board submits its proposed plan for the program or service to the department for approval. Applications for such approval shall be submitted on forms provided by the department and shall at a minimum include:
 - The particularized needs forms;
 - A demonstration that one or more public hearings have been held in order to obtain parent, student, teaching staff and citizen input on the application;
 - A general description of the supplemental program(s) or service(s)

and an explanation of the particularized need(s) which shall be met in order to enable those students to achieve the Core Curriculum Content Standards;

- A demonstration that the supplemental program(s) or service(s) is documented by evidence that the program(s) or service(s) have worked successfully in the school and/or in other schools with similar characteristics and is proven to address the identified need(s);
 - A plan for evaluating the continuing effectiveness and efficiency of the supplemental program(s) or service(s);
 - A demonstration that the requested supplemental programs or services will not delay or impede implementation of, and does not duplicate, WSR or secondary programs and services required;
 - A recommendation of elimination or modification of existing programs or services identified as less than effective and efficient, or which would overlap with proposed new program or service; and
 - An operating budget for the purpose of the supplemental program(s) or service(s).
7. Supplemental programs or services that are not approved by the department pursuant to *N.J.A.C. 6A:24-5.2* cannot be included in a district wide budget that requests additional state aid pursuant to *N.J.A.C. 6A:24-7.1*.
- Any application for supplemental programs or services denied by the department may be appealed to the Commissioner pursuant to the provisions of *N.J.A.C. 6A:24-9.1*.

INSTRUCTIONS

The board must submit a separate application for each discrete or unrelated particularized need for a supplemental program or service. Separate applications are required for each school within a district even though two or more schools may have demonstrated very similar particularized needs. A signed board resolution must be submitted with the application. At a minimum, the programmatic plan for a particularized need should include:

1. Cover Page- Form Provided

Insert the date of the signed board resolution in the space provided.

2. Program Description: On a separate sheet of paper, provide the following information:

- Definition of Identified Particularized Need
- a description and explanation of the particularized need that the programs or services proposed as the remedy will address to enable the identified students to achieve the CCCS;
- a description of how the requested supplemental program will not delay or impede implementation of, nor duplicate, WSR programs, Required Programs in Secondary Schools, or other services required elsewhere in the regulations;
- a description of the district's plan for incorporating the program or service into subsequent regular budgeting cycles; and
- inventory and assessment of all such existing programs that have not been already included in the WSR Implementation Plan or Required Programs in Secondary Schools;
- a description of the methods and results of the student needs assessment underlying the request, including an identification of the specific population(s) to be served.
- a justification that shows that the needs to be addressed cannot be met through existing WSR or Required Programs in Secondary Schools. This justification should include the following:

- Supporting documentation that confirms the results of the inventory and assessment;
- Explanation for why each existing WSR or RPSS program is insufficient to meet the identified need.
- If the application is for on-site health and social services, an explanation as to why the program cannot be provided efficiently or effectively off site.

6. Detailed Activity Plan – Form Provided

On each Activity Plan form, state the name of the district, school, WSR model or Required Program in Secondary Schools area, current date and page number. The revision date will be used if revisions are necessary. Indicate cohort on each form. Complete the following for each page of the Activity Plan:

- create a goal, objective and benchmark relating to accomplishment of the particularized need;
- describe the tasks and activities in chronological order planned for the accomplishment of each goal and objective in the Activity Column;
- indicate the month and year the activity will be completed in the Timeline Column;
- list, in detail, all expenditures necessary to complete the activity in the Budget Description Column;
- include the cost of each detailed expenditure in the Budget Amount Column; and
- indicate in the Evaluation Column the anticipated result/outcome & specific data that will track the impact of each program or service.

7. Budget – Form Provided

A detailed plan and budget for the proposed program or service, including staffing, supplies, facilities and other considerations, as well as a demonstration, where appropriate, of compliance with applicable law. A separate budget form (attached) must be submitted for each particularized need submitted by a school.

An identified particularized need may be funded with current resources, the reallocation of existing resources and/or a request for additional supplemental funds. Current existing resources may include allowable federal, state, and local resources including funds for one-time expenditures in the 2001-2002 budget that will not be continuing in the 2002-2003 (e.g., major renovations, computer purchases, rewiring). The request for supplemental funds for an identified need must address all possible funding sources. If the identified need cannot be addressed with current resources,

a district may request supplemental funding.

Complete a budget statement for the identified particularized need. In the spaces provided, include a breakdown of all existing resources that will be allocated for the particularized need by funding source and the amount that is being reallocated. If additional funds are being requested, indicate the estimated amount. The total for all identified resources should agree with the total amount for the particularized need. The amounts provided are estimates. Actual requests for supplemental funding will be made through a separate application process that will be part of the February budget submission. Those districts making supplemental funding requests will be asked to identify other programs, services and expenditures that would have to be eliminated if supplemental funding is not provided. **Once approved, appropriations for particularized needs cannot be eliminated.**

SUBMIT 3 COPIES OF THE PARTICULARIZED NEED APPLICATION TO YOUR COUNTY SUPERINTENDENT.

FORMS

**NEW JERSEY DEPARTMENT OF EDUCATION
LOCAL PARTICULARIZED NEED FOR SUPPLEMENTAL PROGRAM OR SERVICE
COVER PAGE**

SCHOOL:		NAME OF PROPOSED PARTICULARIZED NEED PROGRAM:
DISTRICT:		POPULATION SERVED:
COHORT: <u> </u> 1 st <u> </u> 2 nd <u> </u> mid-yr. 2 nd <u> </u> 3 rd <u> </u> mid-yr. 3 rd	WSR MODEL:	SECONDARY SCHOOL: <u> </u> MIDDLE <u> </u> HIGH GRADES SERVED: <u> </u> TO <u> </u>
CURRENT DATE:		REGION: <u> </u> North <u> </u> Central <u> </u> South
DISTRICT CONTACT:		GRADE SPAN OF SCHOOL:
DISTRICT CONTACT PHONE:		SCHOOL PRINCIPAL:
DISTRICT CONTACT FAX:		PRINCIPAL PHONE:
DISTRICT CONTACT E-MAIL:		PRINCIPAL FAX:
SCHOOL ADDRESS:		PRINCIPAL E-MAIL:
DISTRICT BUSINESS ADMINISTRATOR NAME:		STATE, ZIP
DISTRICT ADDRESS—CITY, STATE, ZIP		DISTRICT BUSINESS ADMINISTRATOR PHONE/FAX:
		TOTAL FUNDS REQUESTED:
CERTIFICATION		
To the best of my knowledge and belief, the information contained in the Local Particularized Need for Supplemental Program/Service Application is true and correct.		
Certification of School Principal:		
Certification of WSR School Facilitator:		
Certification of Chief School Administrator:		
Certification of Board of Education:		
The Local Particularized Need Application has been duly authorized by the SMT of the _____ School. We have included the copies specified in the instructions		
Certification of SMT Chair:		
SMT Chair Address:		SMT Chair Phone:

ACTIVITY PLAN
FOR LOCAL PARTICULARIZED NEED FOR SUPPLEMENTAL PROGRAM OR SERVICE

Duplicate as required.

District: _____	School: _____
Cohort: _____ 1 st _____ 2 nd _____ mid-yr. 2 nd _____ 3 rd _____ mid-yr. 3 rd _____	WSR Model: _____
Name of Proposed Particularized Need Program or Service: _____	
Goal Statement: _____	
Objective: _____	
Population: _____	

#	Activity	Timeline	Budget Description	Budget Amount	Evaluation Results
1					
2					
3					
4					
5					
6					
7					
8					
9					

**NEW JERSEY DEPARTMENT OF EDUCATION
LOCAL PARTICULARIZED NEED FOR SUPPLEMENTAL PROGRAM OR SERVICE
BUDGET SUMMARY**

District	School	County	District Code School Code

EXPENDITURE CATEGORY	FUNCTION / OBJECT CODES	FUNDING SOURCE	2001-2002 BUDGET	EXISTING FUNDS ALLOCATED	FUNDS REALLO- CATED	ADDITIONAL FUNDS REQUESTED
INSTRUCTION	100-					
Salaries of Teachers	100-101					
Other Salaries for Instruction	100-106					
Purchased Prof. & Tech. Serv.	100-300					
Other Pur. Serv. (400-500)	100-500					
Tuition	100-560					
General Supplies	100-610					
Textbooks	100-640					
Other Objects	100-800					
SUBTOTAL INSTRUCTION						
SUPPORT SERVICES	200-					
Sal. Of Supervisors of Instr.	200-102					
Sal. of Program Directors	200-103					
Sal. of Other Prof. Staff	200-104					
Sal. of Secr. & Clerical Assist.	200-105					
Other Salaries	200-110					
Personal Serv. –Benefits	200-200					
Purchased Prof. - Ed. Services	200-320					
Other Purchased Prof. Services	200-330					
Purchased Technical Services	200-340					
Rentals	200-440					
Contr. Servs - Transport. Other Than Betw. Home & School	200-516					
Travel	200-580					
Other Pur. Serv. (400-500)	200-590					
Supplies and Materials	200-600					
Other Objects	200-890					
SUBTOTAL - SUP. SERV.						
FACILITIES ACQ & CONSTR SERV	400-					
Buildings (Use Charge)	400-720					
Instructional Equipment	400-731					
Noninstructional Equipment	400-732					
SUBTOTAL - FAC ACQ 7 CONSTR						
TOTAL						
	Funding Source	Estimate				
Resources (Attach a sheet if additional space is needed)						
Existing Resources						
Existing Resources						
Reallocations						
Supplemental Funding Request						
TOTAL						